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**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

P.O. Box 119
Honolulu, Hawaii 96810-0119
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www.spo.hawaii.gov

February 6, 2006

TO: Executive Branch House of Representatives
Department of Education Senate
Office of Hawaiian Affairs Judiciary

FROM: Ruth E. Yamaguchi
Procurement Officer 

SUBJECT: **Change No. 6**
SPO Price List No. 04-20, Oahu
COMPUTER TRAINING CLASSES FOR STATE EMPLOYEES ON OAHU
Expires March 31, 2007
IFB-04-042-O

The following changes are made to the price list:

1. The contract has been extended March 31, 2007
2. Change Point of Contact for Departmental Personnel Office employees to read:

For questions on registration, schedules, location of classes and parking,
call Gordon Choy at ph. (808) 587-1050, fax (808) 587-1107

For all other questions, contact Ms. Cassandra Adachi (808) 587-1169,
fax (808) 587-1107, cassandra.k.adachi@hawaii.gov

The current price list incorporating Change Nos. 1 through 6 are available on the SPO website:
www.spo.hawaii.gov; "click" on "Price List and Vendor List" accessible from both the **Awards**
and the **Procurement of Goods, Services, and Construction-Chapter 103D, HRS** menus. At
the search screen, enter the List Title.

Should you have any questions, James Nakano can be contacted at (808) 586-0563, fax 586-
0570, or james.m.nakano@hawaii.gov.

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List No. 04-20
Includes Change Nos. 1, 2, 3, 4, 5 & 6
Revised February 6, 2006

Computer Training Classes for State Employees on Oahu
(IFB-04-042-O)

April 1, 2004 to March 31, 2007

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

Executive Branch	House of Representatives
Department of Education	Senate
Office of Hawaiian Affairs	Judiciary

A purchasing jurisdiction may elect not to extend its commitment to this contract beyond the initial contract term. Further, a purchasing jurisdiction not participating in the contract may, at the earliest, commit to the contract at the inception of a contract extension period, if any.

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, "SPO Price List Purchase Exemptions", available on the SPO Website, www.spo.hawaii.gov; click on "Forms for State Agencies" in the Hawaii Public Procurement Code-Chapter 103D, HRS, menu.

POINT OF CONTACT. Questions regarding the services listed herein, ordering, pricing, and status should be directed to the vendor.

Course related questions:

Departmental Personnel Office employees may call the following DHRD employees with questions:

For questions on registration, schedules, location of classes and parking, call Mr. Gordon Choy at (808) 587-1050, Facsimile No. 587-1107

For all other questions, call Ms Cassandra Adachi at (808) 587-1169

Procurement questions or complaints may be directed as follows:

Jurisdiction	Name	Telephone	FAX	E-mail
Executive	James Nakano	586-0563	586-0570	james.m.nakano@hawaii.gov
DOE	DOE Procurement Staff	675-0130	675-0133	Connie_Chun/PROCURE/HIDOE@notes.k12.hi.us
OHA	Ernest Kimoto Shirley Okamoto	594-1954 594-1826	594-1865 594-1865	ErnieK@capitol.hawaii.gov
House	Patricia Mau Shimizu	586-6400	586-6401	adele@capitol.hawaii.gov
Senate	Paul T. Kawaguchi	586-6720	586-6719	senclk@capitol.hawaii.gov
	Carol Taniguchi	586-6720	586-6719	taniguchi@capitol.hawaii.gov
	Deborah Aki	586-6765	586-7229	wikander@capitol.hawaii.gov
Judiciary	Newton Sakamoto	538-5805	538-5802	newtonsakamoto@courts.state.hi.us

USE OF PRICE LIST BY NONPROFIT ORGANIZATIONS

Pursuant to §103D-804, HRS, nonprofit organizations with current purchase of service contract(s) (Chapter 103F, HRS) have been invited to participate in SPO price lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list, the nonprofit must obtain approval from each price list vendor, i.e., participation must be mutually agreed upon. If a nonprofit and price list vendor mutually agrees to this arrangement, it is understood that the vendor is required to extend to the nonprofit, the exact terms and conditions, including price(s), of the price list and not a portion of the price list agreement. However, the nonprofit will retain its right to purchase from other than a price list vendor.

A price list vendor may choose to deny a nonprofit participation in the price list. If this occurs, but the vendor wishes to offer an alternative proposal, it is understood and agreed that the proposal and subsequent agreement between the vendor and the nonprofit shall be independent of this price list agreement.

At the time of award, the SPO will inform vendor(s) as to which nonprofits are interested in participating.

VENDORS: New Horizons Computer Learning Center of Hawaii
1585 Kapiolani Boulevard, Suite 1000
Honolulu, Hawaii 96814
Phone No.: (808) 947-4474
Facsimile No.: (808) 947-4494
Contact: Manny Balidio
Jennifer Svestka
Carlan Miyashiro

Training Locations:

ICSD Training Lab
Capitol Center Building
1177 Alakea Street, Room 303
Honolulu, Hawaii 96813

Telephone: (808) 586-1799

New Horizons Computer Learning Center Of Hawaii
1585 Kapiolani Boulevard, Suite 1000
Honolulu, Hawaii 96814
Telephone: (808) 947-4494

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

UNIT PRICES include all applicable taxes, services, materials, supplies, equipment and any other incidentals and operation expenses incurred to provide services specified.

REGISTRATION AND PURCHASE ORDER PROCEDURES. Agencies shall handle registration and purchase order procedures as established by the Department of Human Resources Development, Training Branch.

"SPO PL No. 04-20" must be typed on purchase orders issued against this price list.

PRICE LIST AVAILABLE ON THE INTERNET. The price list is available at the SPO website: www.spo.hawaii.gov. "Click" on Price List and Vendor List in either the Procurement of Goods, Services, and Construction - Chapter 103D, HRS or the Awards menu.

/s/ Ruth E. Yamaguchi _____
Procurement Officer

COURSES AVAILABLE AT STATE FACILITIES*

<u>Course</u>	<u>Course Fee</u>	<u>Course</u>	<u>Course Fee</u>
1. Windows 98 Introduction Not offered after 6/30/05 Intermediate Not offered after 6/30/05 Advanced Not offered after 6/30/05		9. Microsoft Power Point 97 Introduction Not offered after 6/30/05 Intermediate Not offered after 6/30/05 Advanced Not offered after 6/30/05	
2. Windows 2000 Introduction, Part 1** \$35.00 Introduction, Part 2** \$35.00		10. Microsoft Power Point 2000 Introduction \$35.00 Intermediate \$35.00 Advance \$35.00	
3. Microsoft Word 97 Introduction Not offered after 6/30/05 Intermediate Not offered after 6/30/05 Advanced Not offered after 6/30/05		11. Microsoft Outlook 2000 (At Contractor's facilities only. Refer to Item No. 31.)	
4. Microsoft Word 2000 Introduction \$35.00 Intermediate \$35.00 Advanced \$35.00		12. Lotus Notes R5 Introduction Intermediate (At Contractor's facilities only Refer to Item No. 32. No longer available-effective September 17, 2005)	
5. Microsoft Excel 97 Introduction Not offered after 6/30/05 Intermediate Not offered after 6/30/05 Advanced Not offered after 6/30/05		13. Lotus Notes R6 Introduction Intermediate (At Contractor's facilities only. Refer to Item No. 33.)	
6. Microsoft Excel 2000 Introduction \$35.00 Intermediate \$35.00 Advanced \$35.00		14. Internet Explorer 5.0 Not offered after 6/30/05	
7. Microsoft Access 97 Introduction Not offered after 6/30/05 Intermediate Not offered after 6/30/05 Advanced Not offered after 6/30/05		15. Internet Explorer 6.0 Not offered after 6/30/05	
8. Microsoft Access 2000 Introduction \$35.00 Intermediate \$35.00 Advanced \$35.00		16. Using HTML to Create Web Pages \$35.00	

* The Contractor will provide their training facility when the State's provided facility is not available for the performance of the above courses per the above prices.

**Effective July 1, 2005 Windows 2000 Introduction Intermediate and Advanced courses replaced with Windows 2000 Introduction Part 1 and 2 courses.

Effective July 1, 2005 Windows XP, Introduction Intermediate and Advanced courses replaced with Windows XP, Introduction Part 1 and 2 courses.

COURSES AVAILABLE ONLY AT CONTRACTOR'S FACILITIES

<u>Course</u>	<u>Course Fee</u>	<u>Course</u>	<u>Course Fee</u>
17. Windows NT 4.0 Introduction Not offered after 6/30/05 Intermediate Not offered after 6/30/05 Advanced Not offered after 6/30/05		26. Photoshop for the Web	\$35.00
18. Windows XP Introduction, Part 1** \$35.00 Introduction, Part 2** \$35.00		27. Dream Weaver I Designing Websites	\$35.00
19. Microsoft Word XP Introduction \$35.00 Intermediate \$35.00 Advanced \$35.00		28. Dream Weaver II Maintaining Websites	\$35.00
20. Microsoft Excel XP Introduction \$35.00 Intermediate \$35.00 Advanced \$35.00		29. Front Page Designing Web Pages \$35.00 Managing Web Pages \$35.00	
21. Microsoft Access XP Introduction \$35.00 Intermediate \$35.00 Advanced \$35.00		30. Adobe Acrobat Working with PDF Files	\$35.00
22. Microsoft Power Point XP Introduction \$35.00 Intermediate \$35.00 Advanced \$35.00		31. Microsoft Outlook 2000	\$35.00
23. Microsoft Outlook XP \$35.00		32. Lotus Notes R5 Introduction Not offered after 6/30/05 Intermediate Not offered after 6/30/05	
24. Microsoft Project Planning a Project \$35.00 Managing a Project \$35.00		33. Lotus Notes R6 Introduction \$35.00 Intermediate \$35.00	
25. Photoshop Introduction \$35.00 Intermediate \$35.00 Advanced \$35.00			

**Effective July 1, 2005 Windows 2000 Introduction Intermediate and Advanced courses replaced with Windows 2000 Introduction Part 1 and 2 courses.

Effective July 1, 2005 Windows XP, Introduction Intermediate and Advanced courses replaced with Windows XP, Introduction Part 1 and 2 courses.

**NEW COURSES AVAILABLE ONLY AT CONTRACTOR'S FACILITIES
EFFECTIVE October 1, 2005**

34.	Microsoft Outlook 2003	\$35.00	35.	Microsoft Power Point 2003	
				Level 1	\$35.00
				Level 2	\$35.00
36.	Microsoft Access 2003		37.	Microsoft Excel 2003	
	Level 1	\$35.00		Level 1	\$35.00
	Level 2	\$35.00		Level 2	\$35.00
	Level 3	\$35.00		Level 3	\$35.00
38.	Microsoft Word 2003				
	Level 1	\$35.00			
	Level 2	\$35.00			
	Level 3	\$35.00			

INTERNET BASED COURSES

<u>Course</u>	<u>Course Fee</u>	<u>Course</u>	<u>Course Fee</u>
34. Windows 2000 Introduction	\$25.00	42. Microsoft Power Point 2000 Introduction	\$25.00
35. Windows XP Introduction	\$25.00	43. Microsoft Power Point XP Introduction	\$25.00
36. Microsoft Word 2000 Introduction	\$25.00	44. Internet Explorer 5.0 Introduction	\$25.00
37. Microsoft Word XP Introduction	\$25.00		
38. Microsoft Excel 2000 Introduction	\$25.00		
39. Microsoft Excel XP Introduction	\$25.00		
40. Microsoft Access 2000 Introduction	\$25.00		
41. Microsoft Access XP Introduction	\$25.00		

DEFINITIONS

(INTRO)DUCTION—Fundamental terms and concepts of the software to enable the user to use the software for practical everyday needs.

(INTER)MEDIATE—Higher level of terms and concepts of the software to enable the user to make greater use of the capabilities of the software.

(ADVANCE)--Highest level of terms and concepts of the software to enable the user to make the best and highest use of the software and to maximize user's productivity.